

# Child Care Career and Professional Development Fund Checklist

**Before mailing your application, check to make sure you have included all required information and copied for your records. Incomplete applications will not be processed.**

- Do not** send original transcripts, diplomas, licenses, etc.
- Do** send clear legible copies of these documents.
- Do** provide written documentation of all experience
- Do** keep a copy of all items sent into the credentialing branch.

**NEW Applications are due by March 1<sup>st</sup>.**

	<b>Application</b> – Completed, signed and dated
	<b>Experience – At least one year of child care experience</b> <ul style="list-style-type: none"> <li>• Signed letter from current employer on letterhead <b>OR</b> Current Family Child Care license.</li> <li>• Signed letter from previous employer on letterhead</li> </ul>
	<b>Participation in the Maryland Child Care Credential – Level Two or higher</b> – Copy of current Maryland Child Care Credential certificate.
	<b>College enrollment toward a degree in early childhood education or related field</b> <ul style="list-style-type: none"> <li>• Letter of acceptance or other documentation from a CCCPDF participating College/University including a declared major.</li> <li>• Professional development plan that includes course(s) and timeline required to complete degree.</li> </ul>

**CONTINUATION – Transferring to a Four Year College – Applications are due by June 30<sup>th</sup>**

	<b>Application</b> – Completed, signed and dated
	<b>Continued Employment</b> – Signed Letter from current employer on letterhead <b>OR</b> Current Family Child Care license.
	<b>Continued Credential Participation</b> – Copy of current Maryland Child Care Credential certificate – Level Two or higher
	<b>College enrollment toward a degree in early childhood education or related field:</b> <ul style="list-style-type: none"> <li>• Letter of acceptance from a CCCPDF participating college/university including a declared major</li> <li>• Professional development plan that includes course(s) and timeline required to complete degree.</li> </ul>

**CONTINUATION Applications are due by June 30<sup>th</sup>.**

	<b>Application</b> – Completed, signed and dated
	<b>Continued Employment</b> – Signed Letter from current employer on letterhead <b>OR</b> Current Family Child Care license.
	<b>Participation in the Maryland Child Care Credential at Level Two or Higher</b> – Copy of current Maryland Child Care Credential certificate.
	<b>College enrollment toward a degree in early childhood education or related field:</b> <ul style="list-style-type: none"> <li>• Copy of current college transcript</li> <li>• Revised Professional Development Plan (if applicable)</li> </ul>

**By signing this checklist, I am verifying that all required documents are included and the student has applied for FAFSA.**

**Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_